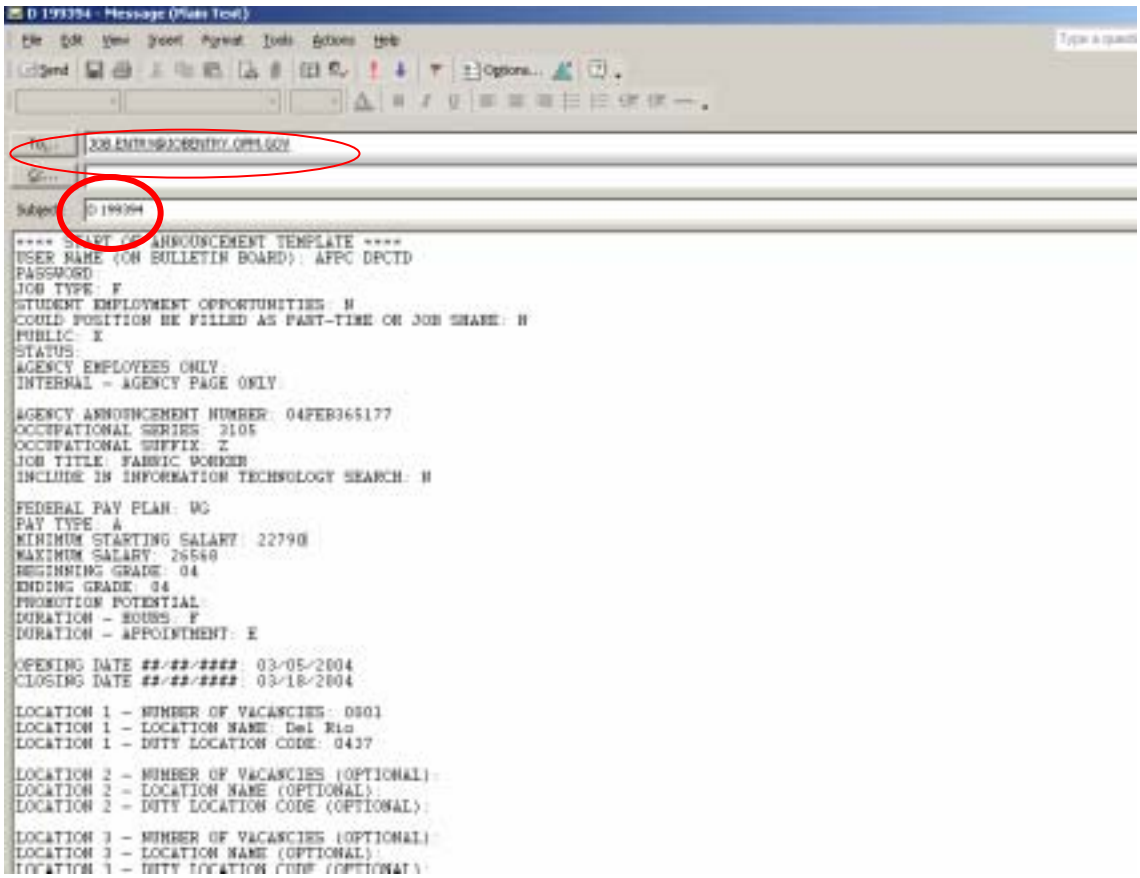
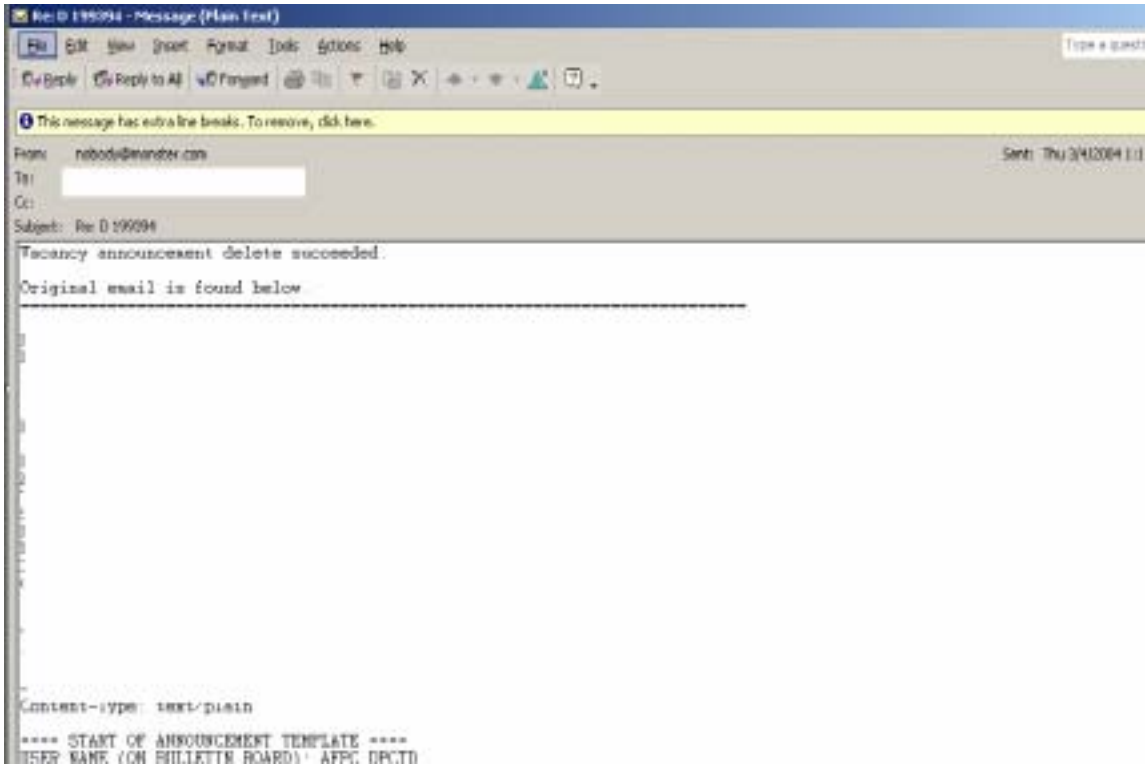
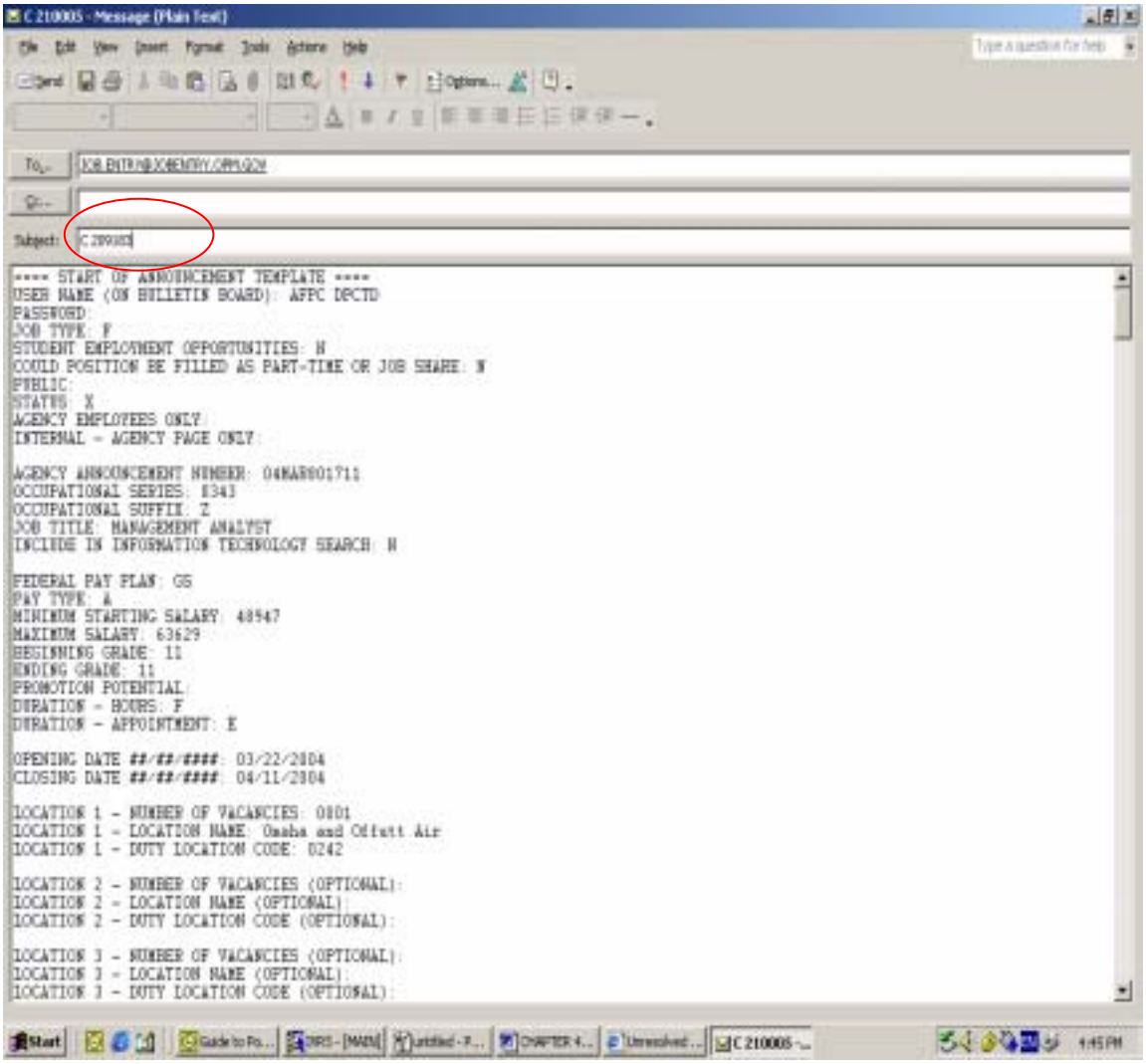
Chapter 4 – Edit, Cancel, Extend or Modify an OPM Vacancy Announcement Template

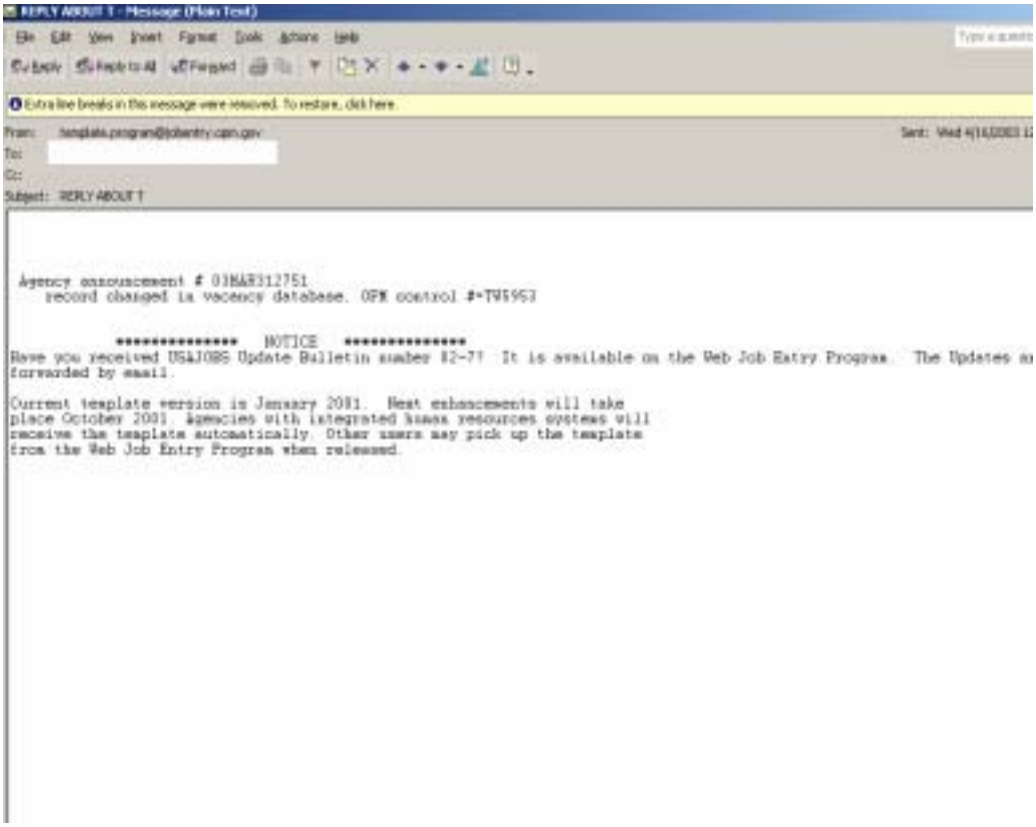
Option #	Action
1	**Deleting an OPM Job Announcement**
	A) You must forward a copy of the original OPM vacancy announcement template e-mail that was sent to OPM when the job announcement was created. In the To Line: type in job.entry@jobentry.opm.gov. In the Subject Line: type in "**D**" with one space and then the OPM Confirmation Control Number. You will need to delete any other headings that may be attached to the file, since you are forwarding the email. The body of the e-mail should start with ==== START B) Press the Send button to send the template to OPM to delete the vacancy announcement. 

C) When the Job Announcement is **DELETED**, OPM will send you a confirmation e-mail stating that the control number was deleted. Below is an example E-mail message received from OPM indicating that the control number 199934, for the vacancy announcement was successfully deleted.



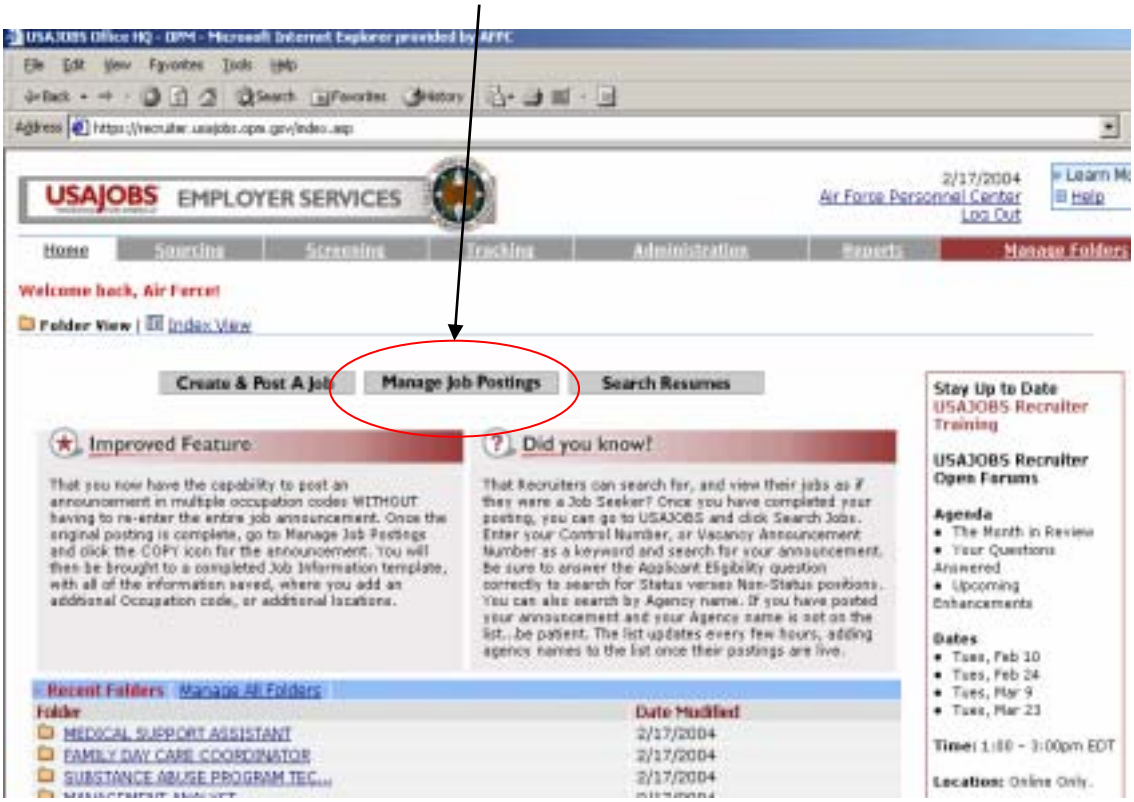
Option #	Action
2	**Changing an OPM Job Announcement** A) You must forward a copy of the original OPM vacancy announcement template e-mail that was sent to OPM when the job announcement was created. In the "To" Line: type in job.entry@jobentry.opm.gov. In the "Subject Line", type in "**C"** with one space and then the OPM confirmation control number. You will need to delete any other headings that may be attached to the file, since you are forwarding the email. The body of the e-mail should start with `====START OF ANNOUNCEMENT TEMPLATE====.` B) Complete appropriate changes to the template and click on the Send button. This action will change the OPM Job Vacancy Announcement that was originally created with confirmation control number 209183. 

C) When the Job Announcement is **CHANGED** by OPM, you will receive a confirmation e-mail message indicating that the record changed in the OPM vacancy database. Below is a sample e-mail message received from OPM, indicating that the record was changed.

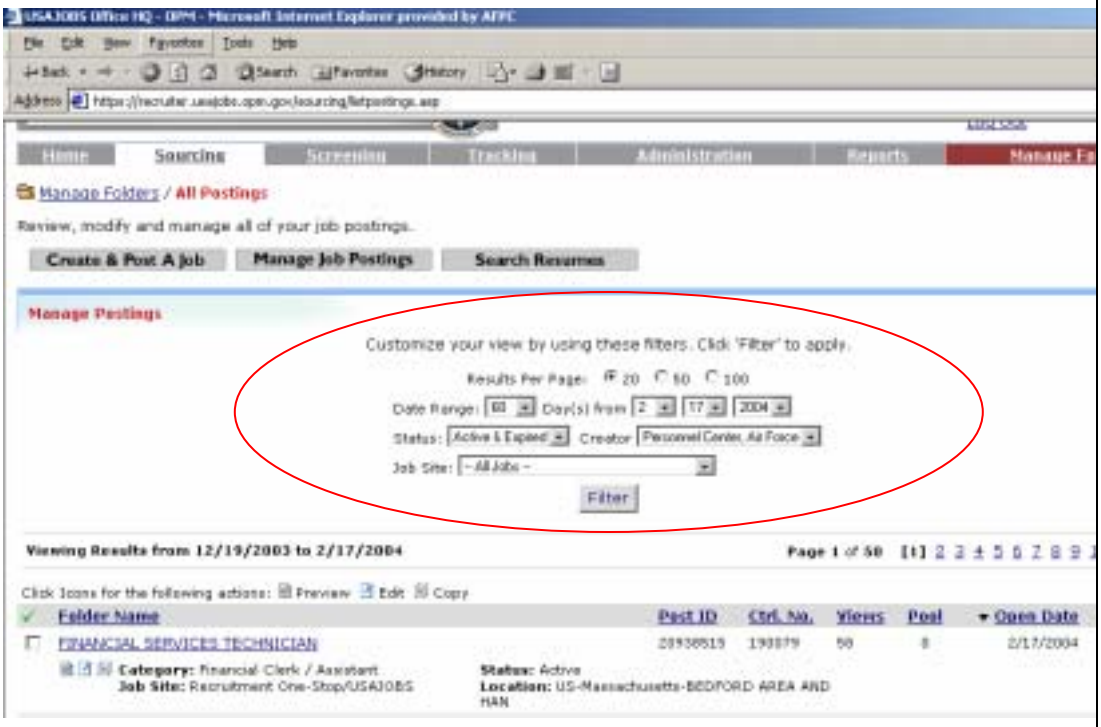


Note: Although enhancements were made to the OPM USAJOBS website in August 2003 that enabled users to edit or modify job announcements online, all "AFPC" users should continue to use the OPM Template vacancy announcement template process in the previous section to post, edit or cancel external/DEU job announcements. If you are having difficulty in completing or modifying the vacancy announcement E-mail template described earlier in this chapter, or require immediate posting of your announcement, you may use the alternative process described in Option 3 below:

Option #	Action
3	**Editing, Canceling, Extending or Modifying an OPM Vacancy Announcement**
	A) To edit or modify an existing Vacancy Announcement posted to the USAJOBS website using Employer Services, click on the "Manage Job Postings" button.



B) The following screen will appear. You may customize your search by filtering by date, status or location of the position or by scrolling down to view the list of vacancy announcements that have been posted for the Air Force Personnel Center.



C) The Manage Job Postings page lets you preview, edit, copy, extend, and cancel your Job Postings

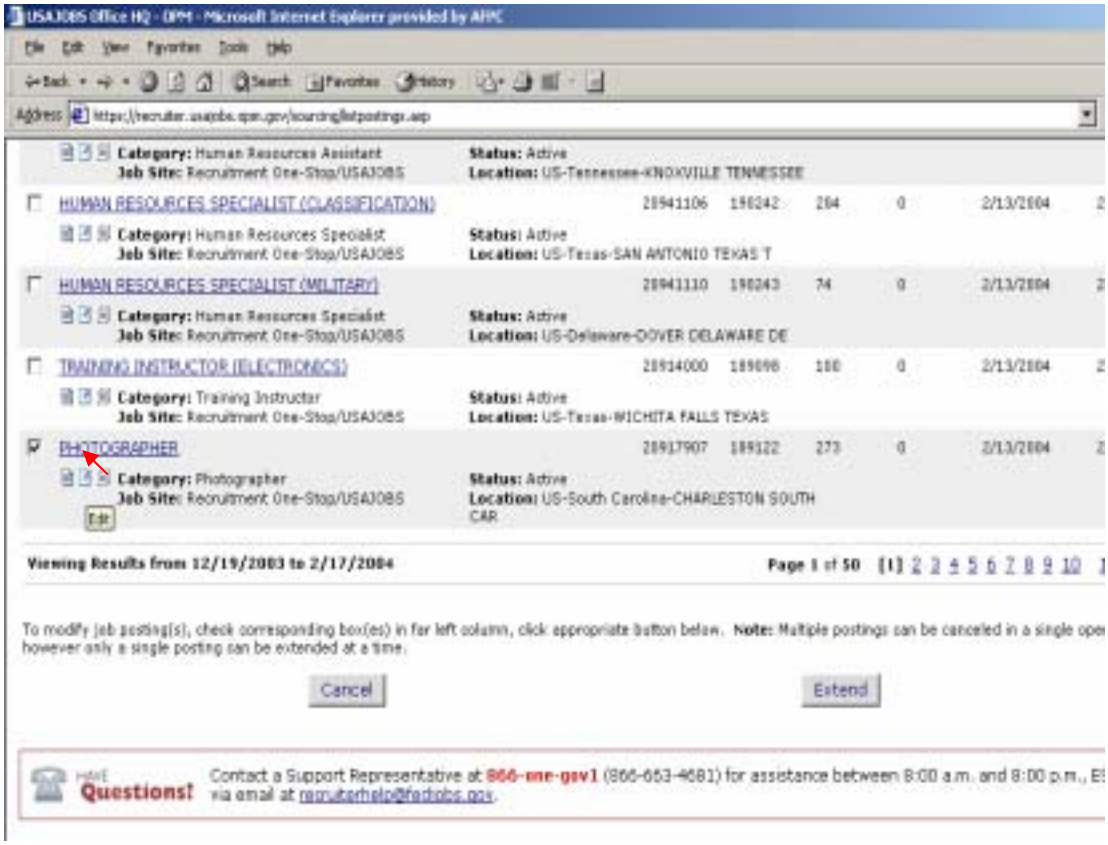
The following are OPM definitions for each function within the USAJOBS website to assist you in making the appropriate choice concerning modification of your vacancy announcement:

Preview: Click this icon to view the information that Job Seekers will see when viewing the Job Posting.

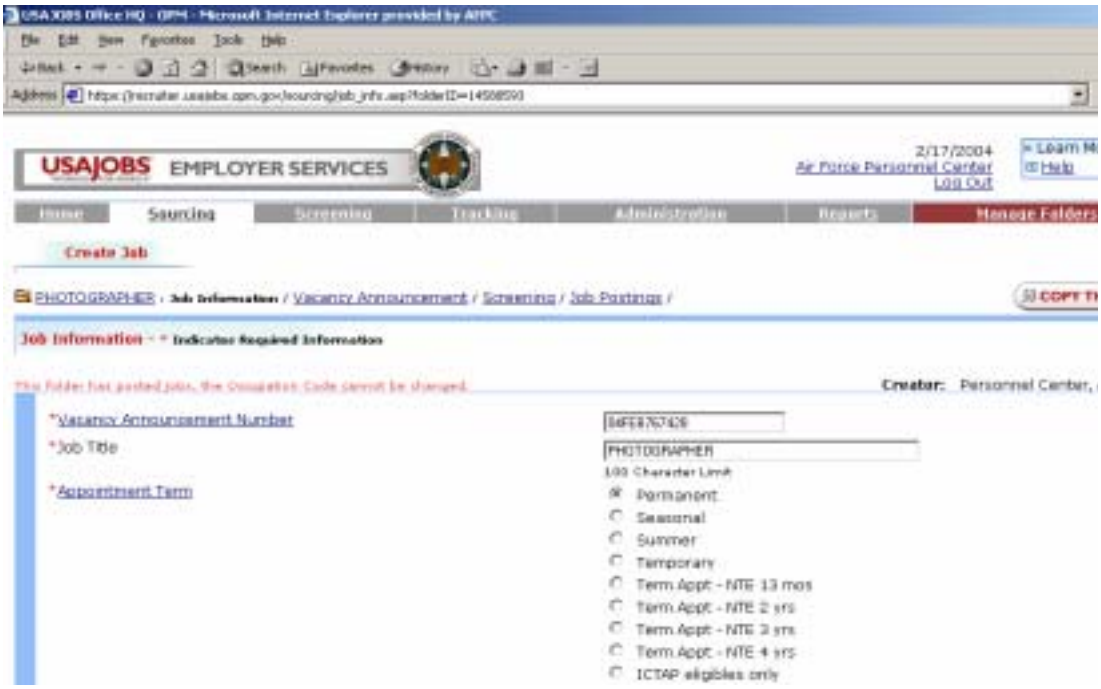
Edit: Click this icon to modify the information associated with a Job Posting.

Copy: Click this icon to create a new job posting (and accompanying folder) based on a previously posted Job. Copying is useful for creating new Job Postings that are similar to previously posted Jobs and for posting Jobs that will be listed at more than three duty locations. After clicking the "Copy This Job" icon, you'll have an opportunity to review all job-related information, make any necessary edits, and complete the Create & Post a Job process.

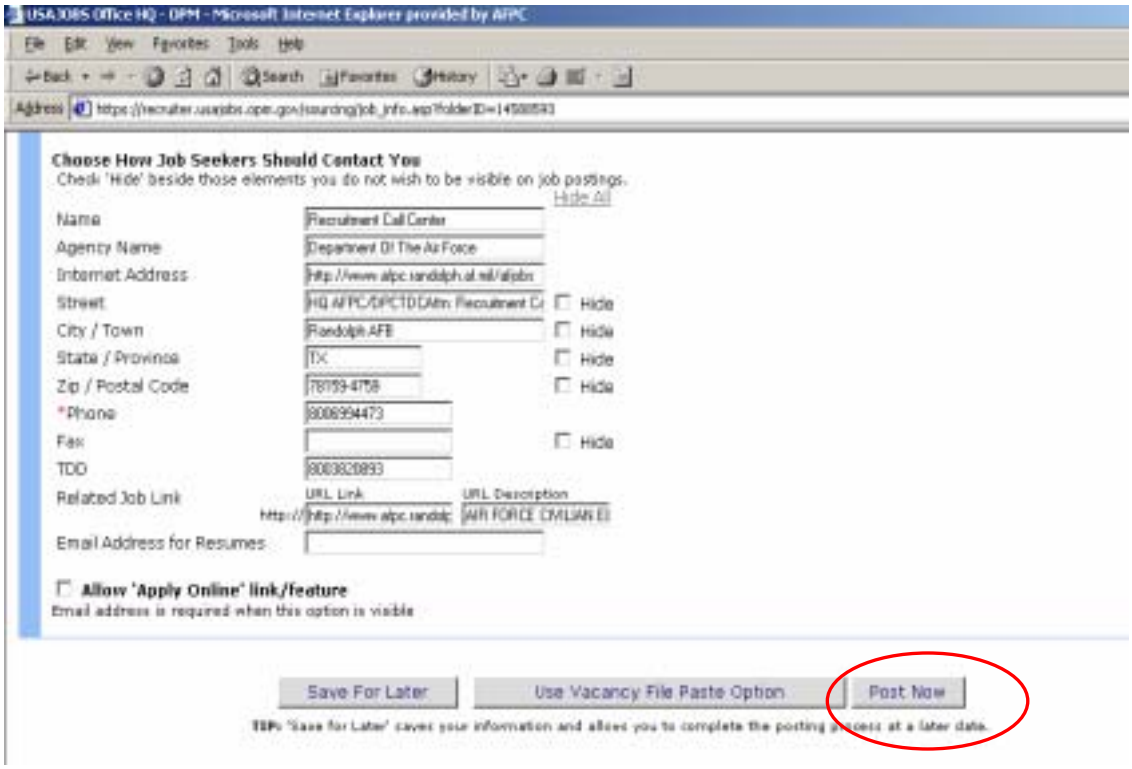
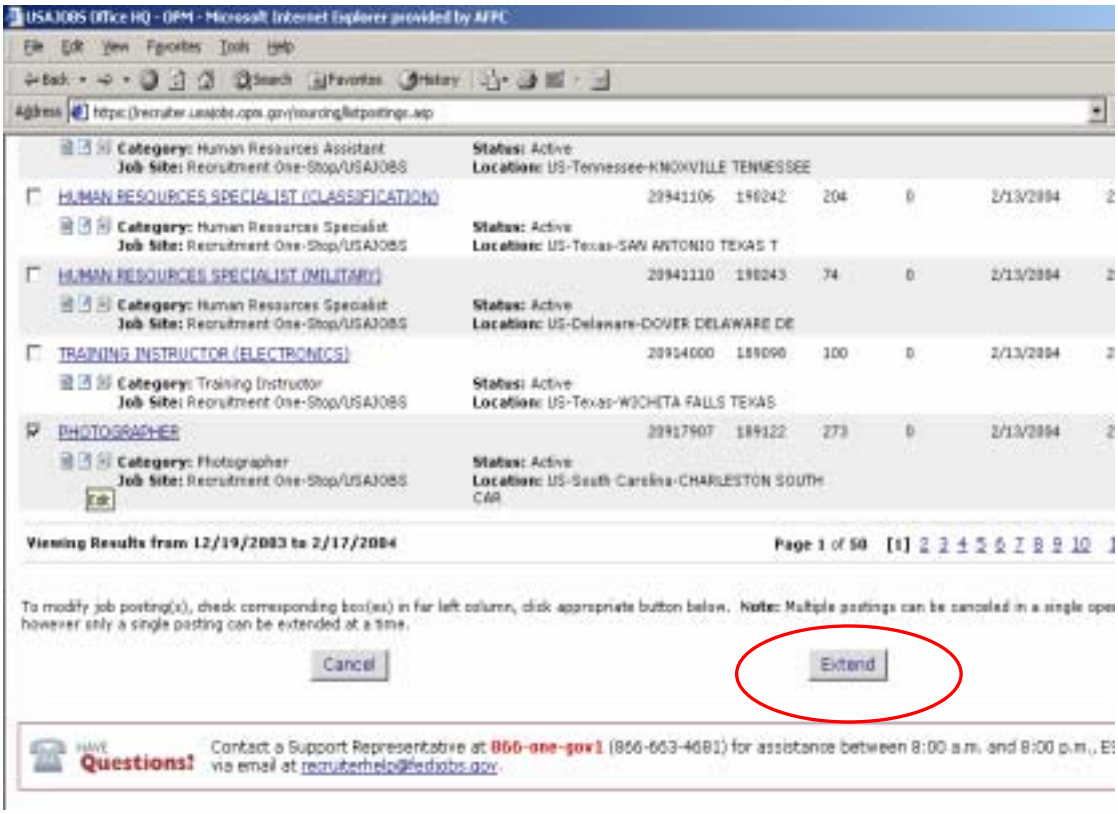
D) To edit an existing vacancy announcement, scroll to locate the appropriate announcement, click in the block next to the job title to select the vacancy announcement and select the edit icon located before the category of the vacancy announcement.



E) Select the appropriate job information you wish to edit and make appropriate changes then scroll to the bottom of the screen



F) Once the changes have been made, select the "Post Now" button to post instant changes to the vacancy announcement



G) If you wish to delete the vacancy announcement, click on the box next to position title and then the “Cancel” button or select the “Extend” button to extend the closing date of an announcement